

DD/A Registry

File

Accounting

DDA 76-2679

27 May 1976

MEMORANDUM FOR: Director of Communications
Director of Joint Computer Support
Director of Medical Services
Director of Personnel
Director of Training

STATINTL

FROM : [REDACTED]
Executive Officer, DDA

SUBJECT : Revision to Policy on Representation Expenses

1. Attached is a copy of a 17 May 1976 memorandum signed by the Director on "Official Reception and Representation Expenses at Headquarters [REDACTED] Facilities STATINTL. The 1 April 1976 memorandum on this subject is rescinded.

[REDACTED] STATINTL

Attachment

Distribution:

1 - D/Commo w/att
1 - D/OJCS w/att
1 - D/OMS w/att
1 - D/Pers w/att
1 - D/OTR w/att

1 - DDA Subject w/att
1 - DDA Chrono
1 - RFZ Chrono

Attachment: DDA 76-2197, Memo from DCI dated 17 May 1976,
Subject: Official Reception and Representation Expenses
at Headquarters [REDACTED] Facilities

STATINTL

STATINTL

EO/DDA [REDACTED] 1m (27 May 76)

(ADMINISTRATIVE - INTERNAL USE ONLY)

Approved For Release 2002/05/07 : CIA-RDP80-00473A000100010033-8

DDA 76-2197

17 May 1976

601076-2456

Executive Registry
76-1131213

MEMORANDUM FOR: See Distribution

FROM : George Bush
Director of Central Intelligence

SUBJECT : Official Reception and Representation
Expenses at Headquarters [redacted] STATINTL
Facilities

REFERENCE : Memo for Multiple Ads. from DCI, dtd
1 April 1976; Subj: Official Reception
and Representation Expenses at Headquarters

1. In view of the authorization contained in the FY 1976 budget appropriation, the referent is rescinded and the following policy pertaining to the expenditure of U.S. Government funds for official reception and representation purposes at Headquarters [redacted] facilities is substituted therefor: STATINTL

a. Appropriated funds may be used for official reception and representation expenses, including the expenses of cooperating U.S. Government officials at meetings concerned with the official functions of the Central Intelligence Agency. Agency employees in attendance at such meetings will normally be expected to pay for meals served to them. When a Deputy Director determines that this would be inappropriate and that the employees should be reimbursed for expenses incident to their attendance, the reason therefor must be stated on the voucher.

b. A Deputy Director or Independent Office Head is authorized to certify claims for reimbursement of expenses incurred for official reception and representation purposes and to submit these claims (in the format attached) to the Executive Secretary who is designated the single senior official who may approve the vouchers for payment or reimbursement. Since the burden should be a limited one, these responsibilities will be exercised without further delegation.

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c. As a general policy the payment of expenses incurred for reception and representation purposes at functions attended solely by individuals whose services are funded by the Central Intelligence Agency, or by one of its proprietary organizations or for whose services the CIA reimburses another agency, will not be authorized. There may, however, in the view of a Deputy Director or an Independent Office Head, be unusual circumstances justifying an exception. Such an exception shall require the prior approval of the Director.

d. Due to a specific limitation on the total amount of money authorized for "official reception and representation expenses," funds for these purposes are included in the O/DCI budget and all such expenditures will be costed to the DCI Imprest Fund.

2. The foregoing policy and procedures do not apply to representation expenses incurred at overseas field stations for operational purposes involving non U.S. Government employees. Existing authorities governing these kinds of activities have not been modified.

3. Funds appropriated for the purpose of reception and representation expenses are limited. It is expected that Deputy Directors and Heads of Independent Offices will scrutinize each request to assure that the need for incurring such an expense is justified and that a benefit to the U.S. Government is derived.



George Bush

Attachments

- A. Memorandum Format
- B. Voucher Format

MEMORANDUM FOR: Executive Secretary, CIA
THROUGH : Administrative Officer, DCI
SUBJECT : Request for Reimbursement for Reception and Representation Expenses Incurred in the Conduct of Official Duties
REFERENCE : DCI Memo dtd [redacted] Subject: Official Reception and Representation Expenses at Headquarters [redacted] STATINTL Facilities

The officer named below (Host) incurred expenses on the date indicated in an official capacity. It is requested that the charges be reimbursed.

DATE :
HOST :
GUEST(S) : NAME ORGANIZATION

AGENCY
PARTICIPANTS : NAME COMPONENT

REIMBURSABLE CHARGES:
(Receipts Attached) \$ _____

Check One:

I certify that the payment of the charges cited herein are allowable under the standards established by referent memorandum.

I certify that prior approval was obtained from the Director for an exception to the provisions of the referent memorandum.

Deputy Director
or Head of Independent Office

STATINTL

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